

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

BRAILLIST

DEFINITION

Under general supervision of the assigned Principal or designee, the Brailist performs a variety of braille transcription work; assists teachers with the preparation of classroom and teaching materials for visually impaired students; assists with the instruction and supervision of students; and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Assigned Principal or designee

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs braille translation and transcription of printed materials and oral instructions.
- Determines appropriate format and prepares a variety of instructional support materials for visually impaired students.
- Utilizes a braille code form to transcribe braille material using a hand stylus or braille typewriter.
- Locates, orders, and receives braille and other instructional materials for visually impaired students.
- Communicates with vendors, press representatives, and others to arrange for purchase, delivery, and loan of learning materials as assigned.
- Receives and distributes a variety of books, instructional materials, and braille transcriptions for the visually impaired from local or national sources.
- Maintains appropriate inventory of books, supplies, and materials applicable to the program/department.
- Support a variety of routine clerical tasks for instructional personnel, such as typing correspondence and letters, filing, opening and sorting mail, answering telephones and taking messages.
- Prepares and maintains a variety of records and reports related to braille materials, library activities, visually impaired students and others related to assigned activities.
- Orders supplies and submits requests for minor equipment repairs.
- Travels to various sites to distribute materials.
- Communicates with parents, teachers, staff, administrators, and various outside agencies to exchange information and resolve issues or concerns within program/department.
- Provides information on program/department activities and responds to questions as appropriate.
- Provides individual instruction to students or assists teacher with instruction.
- May participate in crisis communication and de-escalation techniques to assist in maintaining student behavior.

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MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Completion of two years college (60 units) or an Associate Degree.
- Must possess a Library of Congress Certificate in Literacy Braille.
- Experience in braille transcription, use of instructional technology pertaining to the visually impaired, and working with children in an educational setting is highly desirable.

Knowledge of:

- Braille devices and other peripheral equipment and aids.
- Applicable and specific Braille codes.
- Instructional and learning problems characteristic of visually impaired students.
- Non-violent crisis intervention
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Operate a thermoform copier, Braille transcribing equipment, enlarger copy machines, computers and use other program related technology to effectively and efficiently transcribe printed materials into Braille and translate Braille into printed form.
- Communicate effectively in oral and/or written forms.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff and students.
- Understand and follow oral and written directions.
- Demonstrate and understand the individual instructional needs of students who are visually impaired.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing on a step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.

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- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

Work Environment:

- Employees in this position will be required to work in an office and/or school facility environment with regular interruptions. This is an itinerant position and employees must be self-sufficient with regards to travel between school sites to provide services.

Licenses and Certificates:

- Valid California C Driver's License.
- Provide proof of automobile insurance, if driving personal vehicle for work.
- Library of Congress Certification

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: E

Approval Date: August 15, 2024